

**ANCILLA COLLEGE
POSITION DESCRIPTION**

POSITION: HEAD MEN'S SOCCER COACH/ FACULTY /PUBLIC RELATIONS
STATUS: Full-Time, Exempt, 12 month position
SALARY RANGE: Dependent upon experience and degree
REPORTS TO: Director of Athletic & Student Services/ Dean of Academic and Student Services
SUPERVISES: Non-supervisory

PRIMARY PURPOSE: Under supervision of the Athletic Department directs, provides leadership, and oversees all coaching duties for an interscholastic men's basketball sports program operating under NJCAA Division II, MCCA, and Ancilla College Athletic Department bylaws and regulations. Direct and coordinate all aspects of recruitment and training for athletic competition, and oversees the planning and fiscal management of program activities. Teach a range of college-level courses to students using instructional methodology appropriate to the audience and to the subject.

Essential Duties and Responsibilities:

Faculty member:

1. Teach a range of college-level courses to students using instructional methodology appropriate to the audience and to the subject (e.g. lecture, demonstration, group discussion, technology-enhanced delivery, computer-assisted delivery, and distance delivery). Must be able to explain and deliver materials in a variety of ways to meet the needs of a broad range of learning abilities.
2. Create a course syllabus for each course taught which includes, but is not limited to, course objectives, course structure, materials to be covered, grading criteria, due dates for materials, exam dates and office hours.
3. Design supplemental teaching materials. Faculty are responsible for developing and designing materials to enhance and supplement classroom instruction including, but not limited to, various forms of audio-visual materials, handouts, graphics, exercises and material to be placed in the learning hub and other teaching materials, and for checking all materials used for quality and suitability.
4. Evaluate and document performance and attendance weekly. Turn in grades according to college policy and procedure.
5. Be responsible for program assessment and participation in institution-wide assessment activities.
6. Monitor program performance, develops goals to maintain program at a level of excellence that meets institutional, state, and accreditation standards.
7. All faculty are expected to participate in and provide information necessary for the recruitment of students into their programs; and the marketing of courses, programs, and the college. This may include travel and working with students and faculty in high schools, colleges and other institutions, and public and private agencies.
8. Public Relations. Public relations experience is preferred.

Men's Soccer Coach

1. Work closely with the admissions and financial aid offices in the recruitment of 22 (soccer) student-athletes. Plan and organize through electronic communication, phone calls and visits.
2. Maintain a balanced budget in the Operating, Recruiting and Fundraising Budgets.
3. Foster positive player/coach relationships. Counsel team members in academic, athletic, disciplinary and personal matters.
4. Schedule contests: Works closely with official's assignor website to monitor officials, also works closely with the business office to ensure payment of officials. Works closely with the Assistant Athletic Director in the scheduling of contest and practices.
5. Schedule and plan away trips, transportation, lodging, and meals.

6. Game day preparation: Water and cups for teams, scoreboard operator, chairs, and score table, checks for officials, and video recorder.
7. Game strategy: Game tape, scouting reports, to provide players with the best opportunity to be successful.
8. Organize, prepare, and conduct individual and team practices, and training.
9. Communicate and direct the hiring and firing of assistant coaching staff.
10. Work closely with athletic trainer to ensure player health.
11. Evaluate and maintain men's soccer inventory.
12. Work with Assistant Athletic Director to ensure player eligibility.
13. In charge of statistical information for games, season, and records book. Works closely with web designer to keep information current. Reports scores to the Men's Sports Information Director.
14. Work to help student athletes transfer to a four-year college or university.
15. Administrative supervision up to 80 hours.
16. Other duties assigned by the Athletic Director.

RELATED JOB FUNCTIONS

1. Use computers for administrative tasks (including word processing, advising and student record keeping, Internet applications) and instructional purposes (including computer lab, Internet and online applications).
2. Participate in campus-wide assessment and assessment week.
3. Participate in campus-wide faculty institute/in service opportunities year round.
4. Attend student honor convocation and graduation ceremonies each year.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge and ability to instruct students of different age groups and backgrounds, both individuals and groups, taking in account various modalities and methods.
2. Ability to communicate effectively in English, both orally (in one-on-one and group settings) and in writing which includes the ability to restate at various language levels, to simplify, and to use demonstrations which reframe the previous knowledge and concrete experience.
3. Willingness to teach on a flexible schedule as required (includes evenings, weekends and /or summers).
4. Public relations experience is preferred.

OTHER ERGONOMIC REQUIREMENTS

Position may require the employee to lift up to 35 pounds unassisted, stand for several hours at a time during work shift, stooping, crouching and bending, and other similar functions while performing essential and marginal job functions. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation, or to otherwise demonstrate or explain how they can perform the functions listed above.

QUALIFICATION STANDARDS:

REQUIRED:

1. **Education:** A Master's degree in the instructional area of the teaching assignment or a related field is required for faculty teaching courses with transfer credit.
2. **Experience:** Three years of teaching experience or the equivalent of one year full-time teaching at the college level in a part-time position preferred.

Employee Signature

Date

Supervisor Signature

Date